**Murfreesboro City Schools**

**Full-time Bus Assistant**

**Department of Finance and Administrative Services**

**Division of Transportation**

**Revised on 06/25/2018**

**Credentials:** High School Diploma or GED.

**Other Qualifications:** The person in this position is responsible for assisting children in boarding and exiting school buses and to provide for the safety of students while being transported on school buses. Employees in this area work 5 days a week, 6-8 hours a day depending on how long bus route takes per day. The Bus Assistant reports directly to the Supervisor of Transportation. This person must have a happy, helpful attitude; be punctual and dependable; follow directions. This person must be able to work cooperatively with adults and children. The person in this position must protect confidentiality rights of parents and children. This person must model appropriate grammar usage; support safety and good self-esteem in children. Experience with groups of children may be helpful but not required. This position is classified as Non-Exempt. The employee is subject to a post offer physical examination with a written statement from the physician showing a satisfactory health record. All employees hired after January 1, 2000 are required (post offer and prior to commencement of the employment duties) to supply fingerprint samples which are submitted to a criminal history records check conducted by the Tennessee Bureau of Investigation. All hiring decisions are contingent upon satisfactory criminal background check results.

**Physical Demands:** The employee must have sufficient physical strength and ability to independently lift, move and carry objects weighing up to 50 pounds. The employee will be exposed to extreme temperatures, inclement weather, smells associated with children and educational institutions; may be exposed to bodily fluids and therefore need to use universal precautions.

**Essential Job Functions:** The employee must be able to perform other duties and special projects as assigned, along with any of the following duties as required:

1. Learn the bus route and inform substitute bus drivers about the bus route
2. Make sure the students are in seat belts
3. Report any medical problems to the bus driver
4. Monitor and control behavior of students on the bus
5. Assist in maintaining discipline on bus
6. Must be able to perform job duties as described on essential functions addendum.

**Staff Relationship:** Reports directly to the Transportation Supervisor

**Terms of Employment:** Full-time position; Two hundred (200) days, salary and benefits set annually. Non-exempt